

# DODGE COUNTY BUILDING COMMITTEE MINUTES

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Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

**Date: February 4, 2015**

**Call to order:** The meeting was called to order by Chairman Mattson at 8:33 a.m. with the following members present: **Rodger Mattson, , Mark Roesch, Dennis Schmidt, Tom Nickel**

**Excused:** Chester Caine

**Also present:** Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Mary Kay Westmayer, Administrative Secretary;

**Public Forum:** None

**Minutes:** A motion was made by Tom Nickel and seconded by Dennis Schmidt to approve the minutes of the January 7, 2015 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

**Communications & Committee Member Reports:** Rodger Mattson reported on the MetalFab building that Physical Facilities has been asked to secure.

**Consider, Discuss and Take Action:**

**A motion** was made by Dennis Schmidt and seconded by Mark Roesch to authorize the Physical Facilities Department to work with the Finance Director and the Finance Committee to balance the department budget by moving money between Business Units within the department. The units with money available will cover the deficit in the other units. Motion Carried.

**A motion** was made by Tom Nickel and seconded by Dennis Schmidt to authorize the Physical Facilities Department to work with the Finance Director and the Finance Committee to carryover 2901.5822 BO10 Air Conditioning Project funds from the 2014 Budget Year into the 2015 Budget Year in order to complete the project. Motion Carried.

The committee decided to table the Gym Lighting Replacement Project until the March meeting. This project is not in the 2015 Budget.

**Report & Consider Maintenance Operations & Projects:**

Russ Freber updated the committee on the projects at the different locations.

**Jail**

**Update on the Water Heater Project:** Hooper has been selected to do the work. The project is scheduled to begin after April 1<sup>st</sup>. The water heaters will be purchased and stored until the project is ready for them.

**Security Electronics:** Bids are being sought for the replacement of the Security Electronics. The Sheriff's budget will fund this project.

**Jail Maintenance:** Pod cleaning and maintenance began February 2 and will be completed in mid-March. Inspection is coming up and Russ stated that he would like to have the floors stripped and re-waxed but due to the departments understaffing it may need to wait until fall.

**HVAC:** New frequency drives are installed.

**HDOB**

**Update on the 3<sup>rd</sup> Floor Office Remodel Project:** The project took longer than anticipated. Russ stated that our department did a fantastic job on remodeling the rooms and would like the committee to see the completed project. Human Services have taken possession of the rooms.

**Other:** The Physical Facilities Department is looking at other cost savings to help with utilities.

**CBRF**

As residents vacate the rooms our department goes in and makes it move in ready for the next resident. The CBRF is charged for materials and our department provides the labor.

**Administration Building**

**Update on the Elevator Renovation Project:** The project has been completed and the contingency dollars will be returned to the General Fund.

**Update on the Air Barrier Project:** \$300,000 has been budgeted for 2015 for the Air Barrier Project. A walk thru will be held on February 10 at 10 a.m. for interested contractors. They will be shown as many scenarios as possible. Bids are due on February 27, 2015. Facility Engineering would like a week to review the bids. After review by the building committee the recommendation will go to the March County Board Meeting for approval. A presentation will be given to the Building Committee at the March meeting.

**Other Discussion:**

**Kronos and Activities:** The next phase of this program that is being introduced will allow for tracking and recording of our man hour time between buildings. This program is taking more time than originally anticipated. Additional management privileges may need to be requested in order to manage this system effectively.

**MetalFab Building:** Russ informed the committee of our manpower being provided to secure the building. There is one working furnace and a temporary replacement furnace that will be added. Windows and doors will be boarded making sure to leave one door accessible for Fire Department use. The building will be placed on the market. If it does not sell the plan at this point is to tear it down. Maintenance staff will check on the building.

**Staffing Updates:** With the Building Committee's support HR has approved our request for the changes needed to attract experienced applicants. We will continue to work with HR on other changes that are needed within this department.

**2014 Budget Updates:** Our books will be balanced by moving money between business units within our department. There will be money returned from the HDOB Roof Project and the AB Elevator Renovation Project. We received revenue from the HDOB and the sale of the Office Building that will be used for the parking lot at the Administration Building.

The next meeting is scheduled for Wednesday March 4, 2014 at 8:30 a.m. in Room 1A of the Administration Building. Chester Caine and Tom Nickel will be excused from the March meeting.

**Adjournment:**

There being no further business to come before this committee, a motion was made by Tom Nickel and seconded by Mark Roesch to adjourn the February 4, 2015 meeting at 9:45 a.m. Motion Carried.

Respectfully submitted,

  
Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.